

AGPS Ordering Instructions

- **Use commodity number 615-99-061950 for all order lines.**

Core Items: Refer to Contract (405577) Lines 00002 through 00303

- Create order lines on an AGPS Contract Release Order (CRO) by keying in the specific contract line (00002 through 00303) and quantity. The description and price will default.

Balance-of-the-Line: Refer to Contract Line 00001 (0% Discount)

- This line is designated as the net pricing line for the balance-of-the-line (items other than those itemized as Lines 00002 through 00303) using the net calculated price from the E-way Internet Contract site, or Corporate Express price files, which are available in CD-ROM, diskettes, or Excel Spreadsheet.

- All items in the catalog have been net calculated and pre-assigned to the proper discount category. After you have determined the item(s) to be ordered, you are now ready to create your order lines on an AGPS Contract Release (CRO) utilizing Contract Line 00001 (0% discount) for each item as follows:

- **Comm:** <use 615-99-061950 as the Commodity Code for all lines>
- **Qty:** <desired order quantity>
- **U/M:** <unit of measure, i.e. each, box, etc.>
- **CAT#/IND:** <the system requires that an entry be placed in this field, i.e. an "X", your name, order number, etc.; **the product number is no longer required as the discount price has already been calculated in the net pricing files**>
- **CAT\$:** <this is the net unit price obtained from either the E-Way Net Pricing site, CD-ROM or Excel Spreadsheet; the same net price will default in the "price" field once you press enter>
- **DESC1:** <recommend the placement of the item's product number here; the system requires than an entry be made on this line>
- **DESC2:** <key in a brief item description on this line including color, etc.>
- **KONT – KLIN** <key in Contract No. 405577 and Contract Line 00001>